

REQUEST FOR ASSISTANCE (RFA) FORM

INTAKE INTERVIEW LOG

<u>Date:</u> 8 January 2019	<u>Interviewer:</u> Drew Nishiyama	RFA #19-04
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED] - [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] and [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Other :
 He/Him/His She/Her/Hers They/Them/Theirs Other :
 Administrator Faculty Staff Student

Concern Regarding: Male Female Other:
 He/Him/His She/Her/Hers They/Them/Theirs Other :
 Administrator Faculty Staff Student
 Other:

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
		<input type="checkbox"/> Gender Identity or Expression		

Time Line		
Date	Item	Comments
4 Jan 19	Initial meeting	[REDACTED] walked in and initially discussed an issue regarding sex discrimination. Scheduled an appointment for 7 Jan 19 for full intake
7 Jan 19	Intake	DTN met with [REDACTED]. for intake. [REDACTED] interested in informal resolution. [REDACTED] provided that 3 weeks before classes started, she ran into an [REDACTED] (at her daughter's elementary school [REDACTED] told him she was going to be teaching the [REDACTED]. He said, "They must be really desperate." He didn't really know [REDACTED] at all at this point. [REDACTED] didn't know how to respond and just laughed it off and walked away. [REDACTED] also felt like [REDACTED] prevented her from accessing [REDACTED] that she needed

		<p>for her [REDACTED].</p> <p>[REDACTED] also let [REDACTED] know about the difficulty she's had with [REDACTED], including the conversation outside the elementary school. [REDACTED] has denied being part of this conversation and will therefore not apologize for it. [REDACTED] says there's not enough evidence one way or the other, but [REDACTED] believes [REDACTED] is more supportive of [REDACTED] which [REDACTED] believes makes her look like a liar.</p> <p>[REDACTED] also felt like there was some retaliation because she got called into [REDACTED] office due to a student [REDACTED] in one of her classes. She said that the class has a history of students [REDACTED] and that she was the only instructor to get called in as a result.</p> <p>Outcomes are for reconciliation and forgiveness. She wants [REDACTED] to acknowledge the conversation that took place outside of the elementary school and she wants [REDACTED] to know that she is telling the truth when it comes down to the conversation.</p> <p>DN mentioned mediation as a possible way to resolve the issue. [REDACTED] wanted to move ahead with that.</p>
17 Jan 19		DN met with [REDACTED] regarding [REDACTED] concerns. [REDACTED] understood that [REDACTED] believes this conversation happened with [REDACTED] but said that [REDACTED] doesn't agree, and without more information, [REDACTED] can't come down on one side or the other. [REDACTED] was not interested in participating in mediation at that time.
18 Jan 19		DN met with [REDACTED] to discuss [REDACTED] issues and outcomes. [REDACTED] was very receptive to the seriousness of the alleged statement and was empathetic toward [REDACTED] but staunchly disagreed that he was part of that conversation. He also explained why he prevented [REDACTED] from accessing the [REDACTED] on that particular day. He thought she needed them for a different reason altogether. (DN also spoke with [REDACTED] close in time to this meeting with [REDACTED] was supportive of [REDACTED] decision to not let [REDACTED] use the [REDACTED] at that time, and said that [REDACTED] was the only one that did everything right regarding [REDACTED] needing to access the [REDACTED]) [REDACTED] said he was willing to meet with [REDACTED] if she thought that mediation would be helpful.
22 Jan 19	Informal resolution	DN met with [REDACTED] and [REDACTED] with respect to [REDACTED] issue with [REDACTED]. DN facilitated mediation. Mediation resulted in [REDACTED] outcome not being met regarding [REDACTED] acknowledging that he was part of the conversation outside the elementary school. [REDACTED] would not acknowledge that he was part of that conversation. However, [REDACTED] was very empathetic toward [REDACTED] and gave her ample opportunity to present everything of concern to [REDACTED] acknowledged a willingness to continue to work with [REDACTED] in a professional manner. The mediation ended and no further follow up was needed. No further action will be taken. RFA closed.
13 Jun 19		RFA Reopened. DN met with [REDACTED] again, who discussed that she was going to leave the department based on lack of support from [REDACTED] and non-communication from [REDACTED]. She wants [REDACTED] to know that she is leaving because of the lack of support from [REDACTED] and the [REDACTED], mostly [REDACTED].
6.21.19		DN followed up with [REDACTED] regarding [REDACTED] concerns. [REDACTED] indicated that he would reach out to [REDACTED]
7.5.19		DN left [REDACTED] a voicemail asking for follow up.
7.15.19		DN sent follow up email to [REDACTED] responded asking to meet.
7.16.19		[REDACTED] asked to meet with SGS while Drew is out on vacation. SGS followed up with [REDACTED] to set up a meeting for 7/22. [REDACTED] indicated she no longer felt it necessary to pursue her issue with the EO Office.

